



Data Reconciliation Form for Enrollment – Filling instructions for students

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INTRODUCTION

Welcome to the University of Szeged! In this document you will find a description of the **Data Reconciliation Form for Enrollment**. This form is used at the University of Szeged to verify your personal and academic data before the enrollment.

Before the enrollment process everyone has to fill in the Data Reconciliation Form at the University of Szeged. You can fill in the form between the 5th and 20th of August 2024. The enrollment will establish the student status.

ACCESS TO THE MODULO

You will be able to fill in the *Data Reconciliation Form for Enrollment* when you enter the Modulo. Modulo is an online administrative support system at the University of Szeged. You can enter the Modulo with the Neptun code and password you received by e-mail. The *Data Reconciliation Form for Enrollment* is available in the **Submission / University of Szeged folder**.

After opening the form, click on the *Fill in* button to start filling in the form in the selected language. If you wish to continue filling in the form you have already started, you can reopen the form from the *Draft folder* on the main page.

The form contains the data you entered during the admission procedure. The first step is the acceptance of the privacy statement. There are red stars to indicate the fields that must be filled in on the form.

The Data Reconciliation Form consists of two main parts: a main form where you can check your basic data and review your previous studies and language exams in the University's system, and subforms where you can modify your personal data and the data regarding your previous studies and language exams.

A subform is automatically created in the *In Process folder* on the main page of Modulo for all the previous studies, language exams as well as personal data that got imported in the University's system (Neptun). The Data Reconciliation Form is complete once you submit the main form and all the subforms. You can check which subforms are pending and which have been successfully submitted in the *In Progress folder* on the main page of Modulo.

Data synchronisation is required when starting to fill in the form. The form will retrieve your details from the university study system. During data synchronisation, click on the buttons at the front of the form, including for personal details, previous studies and language exams.

PERSONAL DATA

You can start editing your personal data from the *In Process folder* on the main page or by clicking on the link on the main form. In both cases the page will redirect you to the editing page.

It is important that you provide accurate personal information only, as it is indicated on your personal documents (passport, national ID, etc.). Zip code, city, street name and house number are all required fields by providing your address details.

After providing your address details you can enter additional contact information (phone number, e-mail address). E-mail address is required. The University will contact you by e-mail regarding your studies.

DUAL CITIZENSHIP

If you have dual nationality, choose the „I am a dual citizen” box. Additional citizenship can be added by using the plus (+) sign in the *Citizenships* field. Proof of citizenship must be provided.

TAX IDENTIFICATION NUMBER AND BANK ACCOUNT NUMBER

In case of bank account number, a HUF-based bank account number has to be provided. The bank account must be opened by a Hungarian bank. The tax identification number and the bank account number are not required fields of the Data Reconciliation Form for Enrollment – this information can be given on a Modulo form later, after the student status has been established as well.

After filling in your personal data, click on the „Register” button to finalise the subform. The form will then redirect you to the main form.

PREVIOUS STUDIES

First the program you have been accepted to and its related details will show up on the top of the Previous Studies section. Previous studies may be listed in table form containing all your certificates in the grey field (high school diploma, degree, language exam, etc.). In case you see any of your previous studies listed in the grey field, you must provide a proof of that particular certificate.

If you have not found any gaps or errors in the studies listed, click on the link next to the previous study or open the attached form from the process folder on the main page. If you have not found any errors, please submit the form without modification. Only make changes in the data if you find an error/something incomplete, otherwise leave the fields blank, click on the *Select File button* and upload a photocopied or scanned version of the document. When uploading documents on the form, you can upload a file up to 2 MB at a time. For data verification purposes, it is important that you upload a legible, high quality image or scanned file in .jpg or .pdf format.

Do the same if you have several previous qualifications.

In case nothing appears in the grey field or if you have a previous study that is not listed in the table, click on the *Register new previous study* on the main form. Modulo will automatically redirect you to the new study attachment form where you can enter the details of the new study. You must fill in your data regarding your previous studies manually based on your certificate/degree. It is important that you provide all the details – the serial number and the name of the institution in particular – exactly as they appear on your certificate. Proof of previous studies is required.

According to the level of program there are mandatory studies that must be finished that are as follows:

- high school certificate and/or higher education qualification for Bachelor's program (BA/BSc), Postgraduate program (lawyer; pharmacist; medical program; dentist and postgraduate teacher program)
- Bachelor's degree for Master's program (MA/MSc)

If you wish to add more than one new qualification to the form, you can add additional qualifications by clicking on the *Register new previous study button* on the main form. When adding a new study, you must always upload the supporting document as well.

LANGUAGE EXAMS

Proof of language proficiency should be provided the same way as previous qualifications/studies.

All language exams listed in the table section must be certified. If you have a language exam that is not listed in the table, then select *Add new language exam*. Fill in each field based on your language certificate.

It is important that you provide all the data and details exactly as they appear on your certificate.

SAVE AND SUBMIT THE FORM

After providing your personal and academic data as well as uploading the supporting documents, you will be asked to accept the privacy statement at the end of the form. You must check that and then click on the „Submission” button to finalise and submit the form. If the submission is successful, a

confirmation message will appear at the top of the page. After you press the Submission button, Modulo will check the form and send you a warning message if there is any incorrect/missing data – a pop-up window will appear detailing the exact reason of the error message.

Please note that previous studies and previous language exams stored in Neptun (the University's system) cannot be deleted, only modified.

BOOKING AN APPOINTMENT TO THE ENROLLMENT

Once the form has been submitted and finalised, it is possible to book an appointment for enrolment. On the main page of Modulo, under the menu item Submission / University of Szeged, you will find the form, which you can use to book an appointment.

After selecting the appointment, you can finalise the booking by clicking on the Submit button. If the booking is successful, you will receive an automatic confirmation of the booking by email.

ENROLLMENT

Please bring the originals of all the documents required with you to the enrollment. Please note that enrollment is not possible without original documents! A list of documents is included in the faculty letter.

If you are unable to attend the enrollment in person, you may enroll by using a power of attorney signed by two witnesses and copies of the enrolled student's personal documents.

You can download a sample authorised form from the following website: <https://u-szeged.hu/hszi/links/letter-of-authorization>

ADDITIONAL INFORMATION

If you have a technical issue while filling in the form, please send an email to modulo@szte.hu with a precise description of the issue alongside a screenshot.

For more information about the data reconciliation and enrollment process, please visit the University of Szeged's website or contact the Student Services Office.

CONTACT

Student Services Office of the University of Szeged

Phone: +36 62 544 794

The customer service is open on weekdays between 9 AM and 3 PM.

E-mail: hszi@hszi.u-szeged.hu